

Advisor, Planning, Risk and Governance

Position Number: 20001399
Employment Type: Ongoing – Full time
Job Function: Administration / Secretarial
Classification: VPS4
Closing Date: 6-Aug-2021
Salary Range: \$87,640 - \$99,438.
Contact: Michael Bradshaw – 03 7022 0408

1 X Ongoing (full-time) position

An exciting ongoing position is available within the Planning, Risk and Governance Branch. The role is part of a team that leads a range of strategic corporate functions, including the Annual Report and preparation for the aligned Public Accounts and Estimates Committee (PAEC) Outcomes hearings. This position is required to source and support the analysis of information relating to key issues in the early childhood, schools and higher education and skills portfolios in briefings and reports to the Executive Board and Ministers.

A core component of the role will be supporting regular reporting processes and ensuring information provided by key stakeholders is of the appropriate quality to inform executive audiences. The role actively builds and maintains relationships with departmental stakeholders and communication activities. This position actively supports the management of quality information, including the maintenance of the Branch's online sharepoint and intranet presence.

The ideal candidate will require excellent stakeholder management and communication skills and high level organisational and project management abilities.

For more details regarding this position please see attached position descriptions.

Department of Education and Training is committed to diversity. The Department places considerable effort and resources into responding to the needs of staff with a disability. People from disadvantaged groups are encouraged to apply for this position. If you require assistance, with the recruitment process, have accessibility or adjustment requirements, please communicate with the contact person listed on this job advertisement or contact the People Division via email:

vps.hr.services@edumail.vic.gov.au

Information about the Department of Education and Training's operations and employment conditions can be obtained from the following websites:

www.education.vic.gov.au and **<http://www.education.vic.gov.au/hrweb/Pages/default.aspx>**.